



**PUBLIC ANNOUNCEMENT OF CONTRACT FOR PROFESSIONAL DESIGN
SERVICES
AND REQUEST FOR QUALIFICATIONS**

Dated July 22, 2022

The Village of Marble Cliff (the “Village” or the “Owner”), located in Franklin County, Ohio, is soliciting Statements of Qualifications (“SOQs”) from qualified individuals or firms to provide Design Professional Services on an as-needed/as-authorized basis for Permanent Improvement Projects (the “Project”) through 2025 (“Task Order Architect”). Initially, the Village intends to authorize the design of a Village Gateway Monument Sign with services to begin immediately upon execution of the Task Order authorizing the design project. The Village reserves the right to authorize additional projects or services in its sole discretion, via a task order system under a term agreement through 2024 and to extend such term agreement, in the Village’s sole discretion. The Village anticipates using a general contractor delivery method.

The Village also requests SOQs to establish a file pursuant to ORC Sections 153.68 and 153.71, with qualifications of design professionals for use by the Village Council when design services are needed that will cost less than \$50,000. Qualifications for this file include architects, engineers, surveyors, landscape architects, interior designers, and graphic designers. The Owner reserves the right to maintain the Task Order Architect SOQs in this file, unless the firm specifically requests not to be included in this file. Each firm is responsible for updating its qualifications on an annual basis to remain current.

Task Order Architect

- A.** Initially, the Village intends to authorize Improvements to design a Village Gateway Monument Sign including signage and supporting structures, landscaping, and lighting. Several additional projects are anticipated for 2022-2025 and may include design reviews, improvements to Cambridge Boulevard, and improvements to areas adjacent to Village Hall. However, the Village will determine in its sole discretion whether to award subsequent projects to the selected Task Order Architect under the term agreement.
- B.** The Owner anticipates that the Design Professional will assist with planning and developing the program for the Project, assist with scheduling, and meet with Owner staff as requested by the Owner, in addition to performing design and contract administration duties.

Qualifications

Submittals should include the following:

1. Information about the firm's history;
2. Education, technical training, and experience of owners and key personnel;
3. Workload – Describe the current workload and availability of the firm and personnel assigned to the Project team, the available equipment and facilities, and the team's ability to perform the required professional design services competently and expeditiously (i.e., are resources currently available or committed to other projects).
4. The firm's experience in providing substantially similar services in Ohio (*i.e.*, design services for municipalities, approach, and specific expertise in planning for the use of space, technology, and systems that support Village functions);
5. Ability of the firm to provide services as needed by the Village Council;
6. Identify your firm's assigned team for the Project. Provide the education, technical training, and experience of the principal in charge of the Project and the Project Manager, as well as any other individuals assigned to the Project, and proposed list of consultants used to provide any services not performed by the design firm. The ability of the individuals identified by the firm who will be responsible for providing services to communicate with the Village administrators;
7. Past performance as reflected in evaluations of previous and current clients for which the firm has provided or is providing similar services; please include a list of 5 relevant projects involving similar services performed by the firm during the past five years. Include the following information for each project:
 - a. Project owner, name of project and location;
 - b. Brief description of the project;
 - c. The initial scheduled completion date and the actual date services were completed or the current anticipated completion date
 - d. Construction budget, change order amounts, and actual construction cost;
 - e. Your firm's assigned team members for the project;
 - f. Other relevant information about the project and the firm's services; and
 - g. Reference contact person and phone number.
8. The firm's past experience with the Village, if any;
9. The firm's location and proximity to the site for purposes of site visits and attending meetings at the Village.
10. Provide specific information on project budget development and the firm's experience over the past 5 years with preparing project estimates and construction costs, monitoring project costs, and completing the project within the initial budget.

11. List a maximum of 4 specific and unique qualities that set the firm apart from others as it relates to the required services.
12. Professional Liability Insurance Coverage & Claims History – Include:
 - a. The coverage amounts and types of insurance coverage, particularly the firm’s commercial general liability and professional liability limits;
 - b. Specific information about any claims asserted against the firm or its professional liability carrier within the last five years, including the resolution of the claim(s);
 - c. Any statistics kept internally on change order history, project completion, and budget considerations, recognizing that each change order is unique as to its causes. The Owner is interested in information that will show consideration of budget requirements; and
 - d. Specific information about any claims asserted by the firm within the last five (5) years, including the resolution of the claim(s).
13. Construction Phase Services – The firm’s practices with respect to site visits and oversight of the Project. What amount of time is spent on average on site during construction? What is the background of the individuals who would be visiting the Project during construction? What documentation of such site visits is prepared and maintained?
14. Proposed Modification to Agreement Terms – The Architect Agreement, which is an AIA Document B104-2017 Abbreviated Form of Agreement Between Owner and Architect, is attached hereto as Exhibit A (the “Architect Agreement”). If your firm would like to propose any deviation from the terms of the Architect Agreement, you must identify those terms and submit your proposed modified language in detail in your SOQ in a section clearly titled “Proposed Modification to Agreement Terms”. Failure to do so shall be deemed to be a waiver of the right to negotiate the terms. Modifications may be accepted in the Owner’s sole discretion and may be taken into account by Owner when determining the most-qualified firm.

Submittals

Design professionals wishing to submit qualifications to serve as the Task Order Architect must do so in writing before **5 p.m. on August 5, 2022**. The submittal shall be plainly marked “**MARBLE CLIFF–TASK ORDER DESIGN PROFESSIONAL QUALIFICATIONS.**” Those design professionals submitting qualifications for the Village’s file only, may submit SOQs on an ongoing basis and plainly mark such submittals **MARBLE CLIFF – DESIGN PROFESSIONAL QUALIFICATIONS FILE.**

Submit 1 copy of the firm's qualifications by mail, hand delivery, overnight delivery, or electronically to:

Stephanie Evans, Fiscal Officer

Village of Marble Cliff
1600 Fernwood Avenue
Columbus, OH 43212

T: 614.486.6993; email: fiscal@marblecliff.org

Hand deliveries must be made during the Owner's operating hours. Respondents are responsible for confirming current operating hours at <https://marblecliff.org>.

The Owner reserves the right to waive any defect or technicality in any SOQ received or to eliminate any firm that submits an incomplete or inadequate SOQ or that is not responsive to the requirements of this RFQ.

Direct any questions concerning the Project and requested services in writing via email to Ms. Evans by **5pm, 7 days prior to the submittal deadline**.

Pre-Submittal Site Visit:

Prior to the submittal deadline, firms may visit the Project site from the general public's perspective.

Evaluation & Selection

Firms submitting SOQs for the Task Order Architect will be evaluated and ranked in order of their qualifications, subject to the Owner's absolute right to stop the process and refrain from entering into any contract. The individual project teams from select firms may be asked to meet with Owner representatives to present the firm's qualifications and proposed approach for the Project before final ranking and selection is made. The individual team members that will be involved with the Project must attend such meeting.

Upon selection of the firm determined to be most qualified to provide the applicable design professional services, the Owner reserves the right to negotiate the price for services to be provided, with such firm. If the Owner and the selected firm agree to a price and scope of services, the form of agreement between the Owner and the selected firm will be the attached Architect Agreement proposed in accordance with this RFQ, if accepted by the Owner in its sole discretion. Any modifications to the attached Architect Agreement will be in the Owner's sole discretion, and the Owner at its option may accept or reject the proposed modifications.